

## FORUM MAINTENANCE SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for overseeing and participating in the implementation of a variety of tasks in the operation and maintenance of the Forum, especially the set up and tear down of facilities and equipment for performances and sporting events. The work is performed under the general supervision of the Facility Manager. General supervision and direction is exercised over the maintenance and custodial staff at the Forum, and at the Arena in the absence of the Facility Manager. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in overseeing all buildings and grounds maintenance at the Forum;

Participates in and oversees maintenance personnel to ensure that maintenance and set-up specifications for each performance or sporting event are correctly executed;

Participates in and oversees the custodial staff to ensure that buildings are kept up to approved standards of cleanliness;

Assists with the continuous maintenance of all electrical, mechanical, HVAC and refrigeration systems;

Participates in the efficient procedures for set-up, use of stage area and equipment;

Participates in and assists in overseeing the maintenance of all equipment necessary for program changes such as forklifts, seating carts, pickup trucks and other related equipment;

Operates forklifts, tractors, sound systems and other set-up equipment;

Recommends purchases of necessary supplies and equipment within budget guidelines;

Supervises maintenance and custodial staff at the Forum;

Assists with Arena operations including but not limited to building and grounds maintenance, equipment operation, and ice operations when needed;

May operate specialized equipment in conjunction with maintenance activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of the efficient maintenance and operation of performance/sporting event facilities;

Working knowledge of electrical, mechanical, HVAC and refrigeration system operations;

Working knowledge of Forum and Arena safety procedures;

Ability to coordinate, implement and supervise the work of others;

Ability to maintain effective working relationships with other employees and the public;

Ability to deal with other employees and the public courteously

and tactfully;  
Ability to communicate effectively both orally and in writing;  
Ability to understand and communicate detailed instructions to others;  
Ability to adhere to safety precautions when using potentially harmful equipment, tools and machines;  
Ability to lift heavy objects;  
Ability to perform work involving strenuous effort;  
Mechanical aptitude;  
Manual dexterity;  
Initiative;  
Dependability;  
Good judgement.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in construction technology or related field and one year of experience in the preparation, set-up and and maintenance of a multipurpose event facility; OR
- B) Graduation from high school or possession of a high school equivalency diploma and three years' experience in the preparation, set-up and maintenance of a multipurpose event facility; OR
- C) An equivalent combination of training and experience as defined between the limits of A) and B) above.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level motor vehicle operator's license at time of appointment.
- 2) Certification in the following within the probationary period:
  - American Red Cross Standard First Aid or equivalent AND
  - American Red Cross CPR for Professional Rescuer or equivalent AND
  - Automated External Defibrillator

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COMPETITIVE